Memo

Date: 8/4/2005

From: Tracie Perreault

RE: Part II of series for Scanning

Topic: Guidelines for Scanning Documents

UNDER $2500

- **Document ID#:** Document ID numbers <u>cannot</u> be more than 16 characters.

- **Bar Code:** Double check bar codes on the cover sheets for clarity. They <u>need to be very clearly printed</u> bar codes on both the top right & the bottom center. Issues of poor ink/printing cause errors in scanning & record retrieval later.

- **Cover Sheets:** A cover sheet (containing document ID# bar code) is needed for <u>every</u> document ID number in a batch. It should be placed at the front of the document it is defining. Documents with out cover sheets will be returned to the agency. (Do not include any old cover sheets with barcodes referencing old documents with in the new document.)

- **Separator Sheets (Pink Sheets):** <u>One</u> needs to be placed on top of <u>every</u> cover sheet for each document. This indicates to the scanner the start of a new document. Only place one, be careful they stick together and cause issues during scanning if there is more than one.

- **Red Ink:** Red ink is <u>not</u> visible to the scanners and <u>will not</u> appear in the scanned document. Any documents with red ink that is vital should be copied and the copy should be sent. Any documents sent with red ink sent for scanning will be returned to the agency. (Unless other arrangements have been made.)

- **Multi Index Documents:** Documents with <u>more than one ID #</u> per a sheet, should <u>not</u> be sent to MRS. These documents do <u>not</u> need cover sheets or separator sheets. They need to be sent to Office of the State Controller (OSC), Attn: Records, 14 State House Station.

- **Tape:** Only tape papers smaller than the size of a personal check. All other half sheets or third of a sheet should not need tape. When attaching a small document to a larger one, tape all sides of the small paper down to avoid rips & jams which will ruin the document.

- **Front & Back:** Scanners <u>will image both</u> the front and back of a document if there is something there. <u>No</u> need to fold papers over to accommodate the writing on the back. Blank backs are not stored when imaged.

- **Colored Paper:** Colored paper is acceptable, except for pink. Pink documents should be copied for best results.

- **No Longer Needed Items:** Please do <u>not</u> include the following items: Transmittal Sheets, Staples, or Paperclips.

<u>OVER $2500</u>

All above guidelines apply, with few exceptions:

- **Transmittal Sheets:** Please include the transmittal sheet for documents over $2500.